

CDC Grant CDC-RFA-OT21-2103 (VB Health Equity Grant)

Grant Accountant Job Duties

Overview:

The Virginia Beach Department of Public Health is working to improve health equity in the community with a focus on increasing services in underserved communities, specifically to limit the impact of the COVID-19 pandemic and its transmission in these communities.

Role and Responsibilities:

The Virginia Beach Department of Public Health is looking for an experienced Full-Time Grant Accountant.

Candidate must be able to apply and adapt established accounting methods to a variety of financial transactions and adhere to written policies (state and federal funding). The desired candidate will develop and prepare financial reports with minimal supervision. They will possess excellent communication skills to effectively share financial information clearly with a multidisciplinary group of stakeholders. They will be responsible for a federal award which will require budget monitoring, reporting, accounting, sub-recipient compliance, sub-recipient monitoring and disbursements, processing of vouchers, interpreting and adhering to MOAs, and provision of technical assistance to partner agencies and ensure compliance for sub-recipient agencies.

Knowledge, Skills and Abilities:

The Grant Accountant must work independently to: correct financial documents that do not comply with current policies and donor stipulations; implement procedures for improved audit trails; ensure all financial documents are completed with correct codes, posted, reconciled and expended within grant and state timeframes; discuss budget and accounting matters with counterparts; accurately track budget expenditures; and ensure grant requirements are met. The Grant Accountant will report to the Senior Accountant and provide routine updates on successes or concerns over time to take corrective actions.

Candidate must have proficient computer skills and successfully pass a placement test demonstrating a minimum Intermediate skill level (via Microsoft Excel) and possess knowledge of Generally Acceptable Accounting Principles.

Qualifications and Education Requirements:

- Bachelor's Degree in Accounting, Finance, or related field and/or relevant work experience of ***at least*** five (5) years.
- Must have a high degree of computer proficiency, including intermediate Microsoft Excel skills.
- Fund accounting experience
- Federal grant accounting experience preferred
- Auditing experience

Additional Notes:

Pay is commensurate with experience.

Qualified candidates should send a resume and cover letter to amy.griswold@vdh.virginia.gov

Once filled we will remove this job listing from our website.